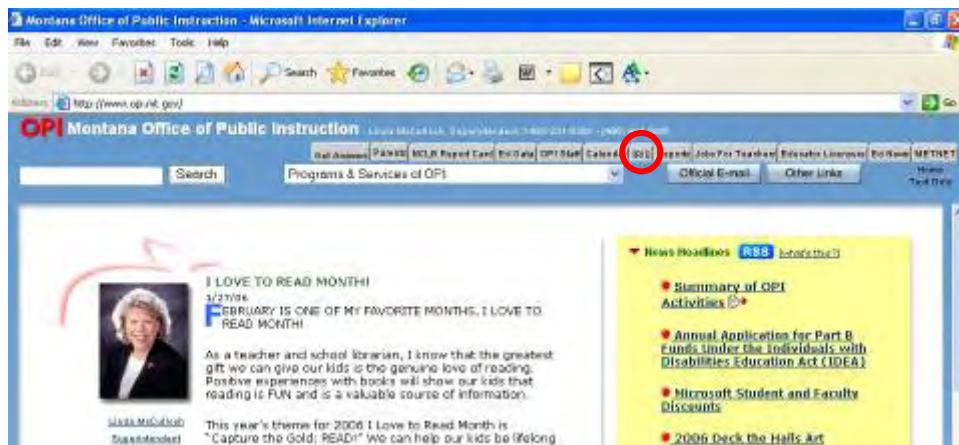


# **Carl D. Perkins Accountability Electronic Data Entry User's Manual**



**Spring 2006**

To access the new Carl Perkins Accountability system, go to the OPI Web page, [www.opi.mt.gov](http://www.opi.mt.gov). Click on the IRIS tab.

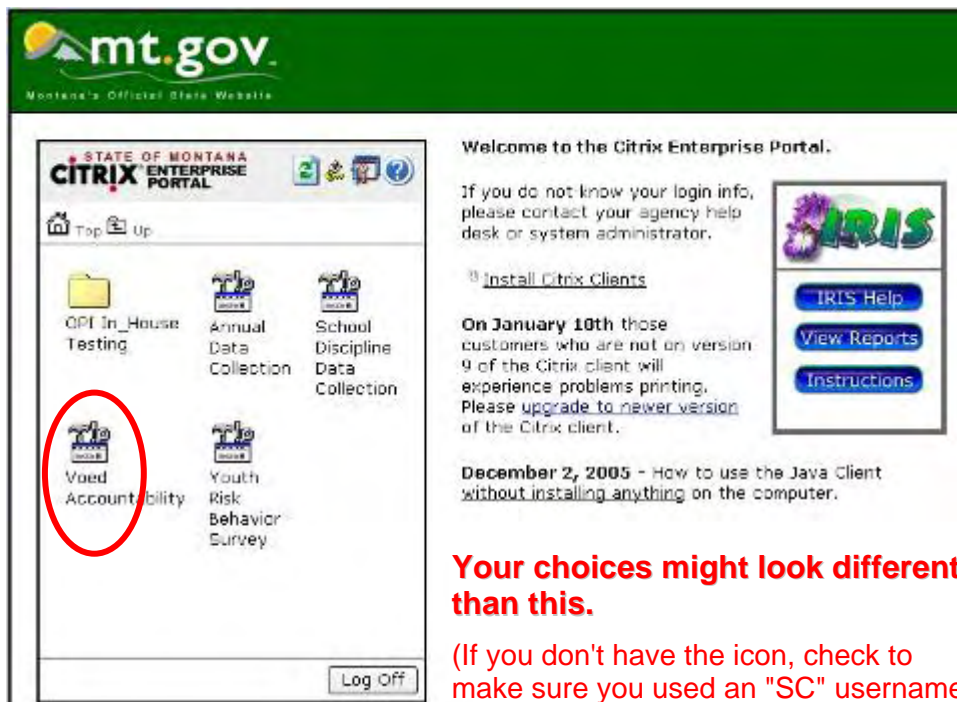


Enter your Username and Password and click “Log In.”

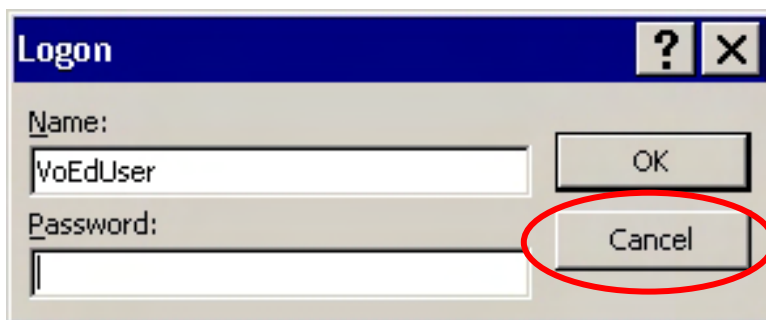


Your Username and Password is the same for all Citrix applications. Use the one assigned to your school (not district) for the Annual Data Collection and other Citrix applications your school uses. Your Username will begin with "SC."

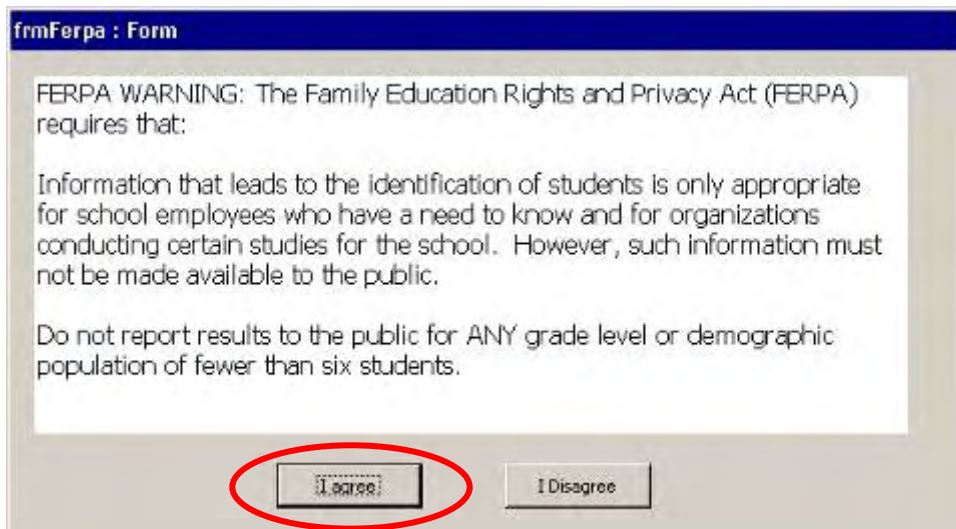
Single click the “Voed Accountability” icon.



Click “Cancel” when this logon screen comes up.

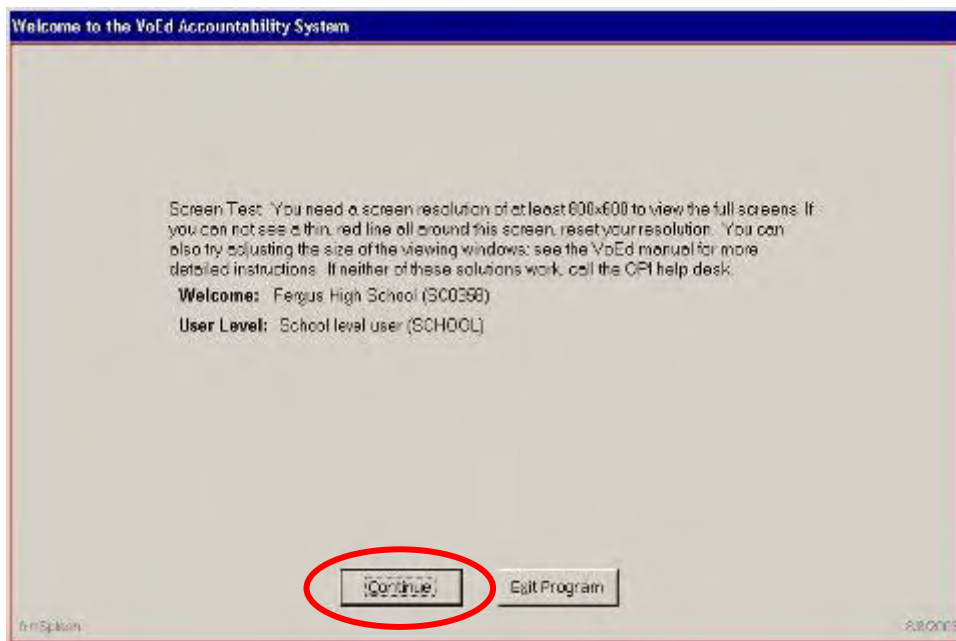


## FERPA Warning ~ Click “I agree” to continue.



The screenshot shows a window titled "frmFerpa : Form". Inside, the text reads: "FERPA WARNING: The Family Education Rights and Privacy Act (FERPA) requires that: Information that leads to the identification of students is only appropriate for school employees who have a need to know and for organizations conducting certain studies for the school. However, such information must not be made available to the public. Do not report results to the public for ANY grade level or demographic population of fewer than six students." At the bottom, there are two buttons: "I Agree" and "I Disagree". The "I Agree" button is circled in red.

## Resolution Check ~ If you see the thin red line, click “Continue.”



The screenshot shows a window titled "Welcome to the VoEd Accountability System". The text inside says: "Screen Test: You need a screen resolution of at least 600x600 to view the full screens. If you can not see a thin red line all around this screen, reset your resolution. You can also try adjusting the size of the viewing windows; see the VoEd manual for more detailed instructions. If neither of these solutions work, call the CPE help desk." Below this, it says: "Welcome: Fergus High School (SC0358)" and "User Level: School level user (SCHOOL)". At the bottom, there are two buttons: "Continue" and "Exit Program". The "Continue" button is circled in red.

Double click on “CTE Concentrator Information Data Entry (Spring)” or single click it and click “Select Option.”

Main Switchboard

**OPI** Vocational Education Accountability System

2005-2006  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
Fergus High School (SC 0358) **School Level**

Click to Select

Category: View All

Option

- Accountability Data Entry
- CTE Concentrator Information Data Entry (Spring)**
- CTE Concentrator Follow-up Data Entry (Fall)
- Accountability Followup Report
- Maintenance Screens
- Printer Test

Select Option

Enter the student data in the fields:

- List all juniors who have or will have six semester credits of career and technical education completed by the end of their senior year.
  - ♦ Consult the classes for which the student has pre-registered to determine enrollment intent.
  - ♦ If your district does not have pre-registration, make an educated guess in consultation with the career and technical education faculty and counseling staff.
- Use the drop-down lists when appropriate.
- You can enter a name or an ID number for the student(s) but not both.

## Name Entry Example

frmStudent : Form

VoEd Concentrator Data Entry

2005-2006  
Fergus (CO 14)  
Lewistown Public Schools (SS 0420)  
Fergus H S (LE 0259)  
Fergus High School (SC 0358) **School Level**

Click to Select

Last Name: Doe First Name: Jack Program Concentration Area: Blend

Vocational Concentrator ID: Anticipated Year of Graduation: 2007 Race/Ethnicity: White, Non-Hispanic

Gender: M Tech Prep Participant: N Disability/IEP: N Single Parent: N Limited English Proficient: N Economically Disadvantaged: N Other Educational Barriers: N NonTraditional Enrollee: Y

Record: 1 of 2

Multi-Record View Exit

## ID Number Entry Example

frmStudent : Form

VoEd Concentrator Data Entry

2005-2006  
Fergus (CO 14)  
Lewistown Public Schools (SS 0420)  
Fergus H S (LE 0259)  
Fergus High School (SC 0358) **School Level**

Click to Select

Last Name: First Name: Program Concentration Area: Technology Education/Industrial Arts

Vocational Concentrator ID: FER07001 Anticipated Year of Graduation: 2007 Race/Ethnicity: White, Non-Hispanic

Gender: M Tech Prep Participant: N Disability/IEP: N Single Parent: N Limited English Proficient: N Economically Disadvantaged: N Other Educational Barriers: N NonTraditional Enrollee: Y

Record: 2 of 2

Multi-Record View Exit

You can switch to a multi-record view by single clicking the "Multi-Record View" button at the bottom of the screen.



## Multi-Record Name Entry Example

frmStudent : Form

VoEd Concentrator Data Entry

2005-2006  
Fergus (CO 14)  
Lewistown Public Schools (SS 0420)  
Fergus H S (LE 0259)  
Fergus High School (SC 0358) **School Level**

Click to Select

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Di
Doe	Jane		F	N	Y
Doe	Jasmine		F	Y	N
Doe	Jason		M	Y	N
Doe	Jeralyn		F	N	N
Doe	Jeremy		M	N	Y
Doe	Jessie		F	Y	N
Doe	John		M	Y	N
Doe	Joseph		M	N	N
Doe	Justin		M	N	N

Record: 12 of 12

Single Record View Exit

## Multi-Record ID Number Entry Example

frmStudent : Form

VoEd Concentrator Data Entry

2005-2006  
Fergus (CO 14)  
Lewistown Public Schools (SS 0420)  
Fergus H S (LE 0259)  
Fergus High School (SC 0358) **School Level**

Click to Select

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Di
		FER07002	F	N	N
		FER07003	F	N	Y
		FER07004	F	Y	N
		FER07004	M	Y	N
		FER07005	F	N	N
		FER07006	M	N	Y
		FER07008	F	Y	N
		FER07009	M	Y	N
		FER07010	M	N	N
		FER07011	M	N	N

Record: 12 of 12

Single Record View Exit

## Time-saving Tip

It is possible to copy information from an Excel spreadsheet and paste it into the Multi-Record View.

Arrange your spreadsheet in the same column order with the same wording as the Accountability Multi-Record View layout.


	A	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Disability/IEP	Single Parent	Limited English Proficient	Economically Disadvantaged	Other Educational Barriers	N
2	Doe	Jack		M	N	N	N	N	Y	N	N
3	Doe	Jacques		F	N	N	N	N	N	N	N
4	Doe	Jane		F	N	Y	N	N	N	N	N
5	Doe	Jasmine		F	Y	N	N	N	N	N	N
6	Doe	Jason		M	Y	N	N	N	N	N	N
7	Doe	Jeraleen		F	N	N	N	N	N	Y	N
8	Doe	Jeremmy		M	N	Y	N	N	N	N	N
9	Doe	Jessie		F	Y	N	N	Y	Y	N	N
10	Doe	John		M	Y	N	N	N	N	N	N
11	Doe	Joseph		M	N	N	N	N	N	N	N
12	Doe	Justin		M	N	N	N	N	N	N	N

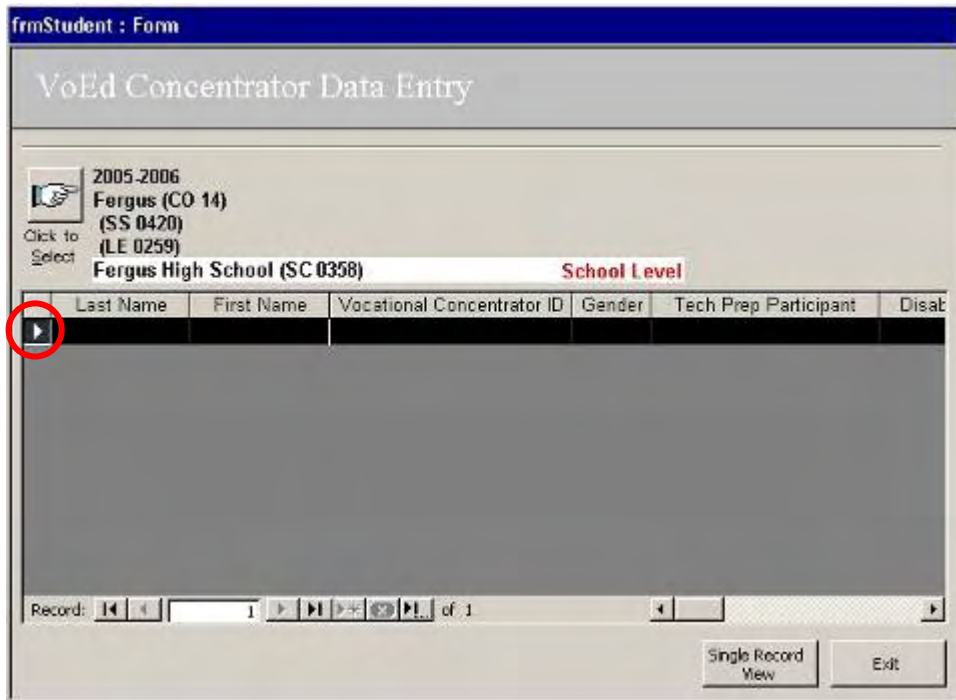
Example: in the Race/Ethnicity field you must have “White, Non-Hispanic” instead of “White” or “Caucasian” and in the Gender field you must have “M” or “F.”

Select and copy the rows containing student information. Do not include the header row.

	A	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Disability/IEP	Single Parent	Limited English Proficient	Economically Disadvantaged	Other Educational Barriers	N
2	Doe	Jack		M	N	N	N	N	Y	N	N
3	Doe	Jacques		F	N	N	N	N	N	N	N
4	Doe	Jane		F	N	Y	N	N	N	N	N
5	Doe	Jasmine		F	Y	N	N	N	N	N	N
6	Doe	Jason		M	Y	N	N	N	N	N	N
7	Doe	Jeraleen		F	N	N	N	N	N	Y	N
8	Doe	Jeremmy		M	N	Y	N	N	N	N	N
9	Doe	Jessie		F	Y	N	N	Y	Y	N	N
10	Doe	John		M	Y	N	N	N	N	N	N
11	Doe	Joseph		M	N	N	N	N	N	N	N
12	Doe	Justin		M	N	N	N	N	N	N	N




Select the last (or in some cases only) row in the Multi-Record View by clicking on the  on the far left of the row.



frmStudent : Form

VoEd Concentrator Data Entry

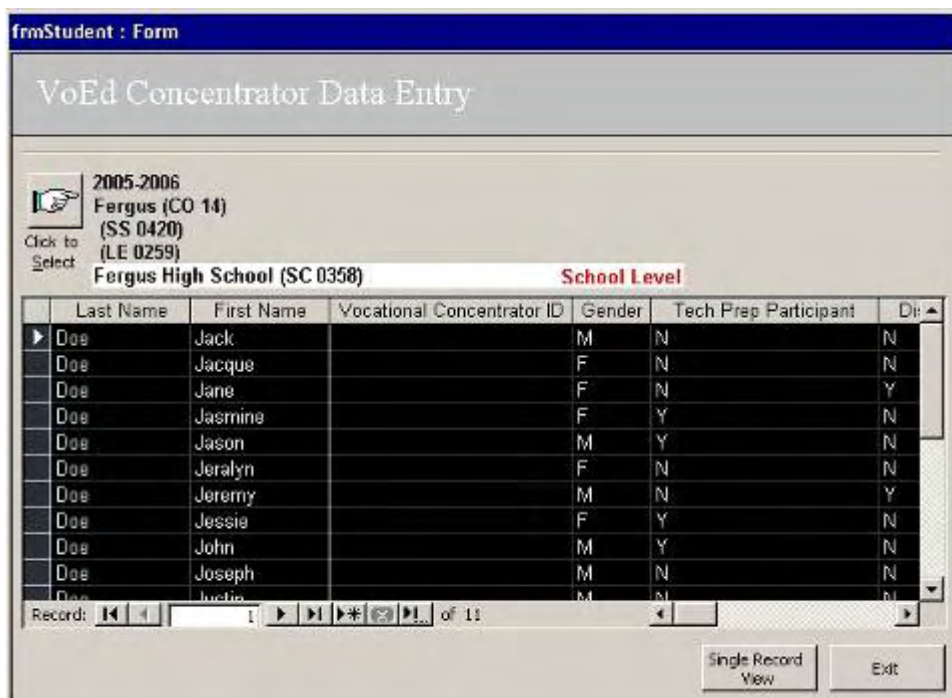
2005-2006  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
Fergus High School (SC 0358) **School Level**

	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Disab
						

Record: 1 of 1

Single Record View Exit


Type “Ctrl+V” to paste the spreadsheet data into the Accountability system form.



frmStudent : Form

VoEd Concentrator Data Entry

2005-2006  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
Fergus High School (SC 0358) **School Level**

	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Di
	Doe	Jack		M	N	N
	Doe	Jacque		F	N	N
	Doe	Jane		F	N	Y
	Doe	Jasmine		F	Y	N
	Doe	Jason		M	Y	N
	Doe	Jeralyn		F	N	N
	Doe	Jeremy		M	N	Y
	Doe	Jessie		F	Y	N
	Doe	John		M	Y	N
	Doe	Joseph		M	N	N
	Doe	Judith		M	N	N

Record: 1 of 11

Single Record View Exit

When you have finished entering names into the database, click “Exit.” The information is real-time. There is no "Submit" button.

**frmStudent : Form**

VoEd Concentrator Data Entry

2005-2006  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
Fergus High School (SC 0358) **School Level**

Click to Select

Last Name: Doe First Name: Justine Program Concentration Area: Family and Consumer Sciences Education

Vocational Concentrator ID: Anticipated Year of Graduation: 2007 Race/Ethnicity: White, Non-Hispanic

Gender: F Tech Prep Participant: N Disability/IEP: N Single Parent: N Limited English Proficient: N Economically Disadvantaged: N Other Educational Barriers: N NonTraditional Enrollee: N

Record: 26 of 26

Multi-Record View Exit

You can enter data in multiple sittings. Click the **▶\*** button to automatically advance to a new record when you have reentered the program.

**frmStudent : Form**

VoEd Concentrator Data Entry

2005-2006  
Fergus (CO 14)  
(SS 0420)  
(LE 0259)  
Fergus High School (SC 0358) **School Level**

Click to Select

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Dis
Doe	Jessie		F	Y	N
Doe	Jessie		F	Y	N
Doe	John A		M	Y	N
Doe	John M		M	Y	N
Doe	Joseph		M	N	N
Doe	Josephine		F	N	N
Doe	Josh		M	N	N
Doe	Joshua B		M	N	N
Doe	Justin		M	N	N
Doe	Justine		F	N	N

Record: 26 of 26

Single Record View Exit

To print a copy of your records, double click on “Spring Data Entry Report” under the Staff Reports heading or single click it and click on “Select Option.”

**Main Switchboard**

**OPI** Vocational Education Accountability System

Click to Select

2005-2006  
Fergus (CO 14)  
Lewistown Public Schools (SS 0420)  
Fergus H S (LE 0259)  
Fergus High School (SC 0358) **School Level**

Reset

Category: View All

Option

- Accountability Data Entry
- CTE Concentrator Information Data Entry (Spring)
- CTE Concentrator Follow-up Data Entry (Fall)
- Staff Reports
- Accountability Followup Report
- Spring Data Entry Report**
- Maintenance Screens
- Printer Test

Edit Menu View Details Select Option Exit

This will bring up a report that can be printed by clicking “Print” on the menu bar.

VoEd - Test using Server OPI\H\NTTST3 - [Spring Data Entry]

Close Print Page Setup Zoom

Type a question for help

**OPI** Linda MCH 801, State of Missouri  
Office of Postsecondary Education  
CTE  
PO Box 20201  
Holt, MO 65020-2021

**Carl Perkins Secondary Accountability - 2006**  
Spring Data Entry  
Due Date: May 26, 2006

District: Fergus H S LE: 0259  
School: Fergus High School SC: 0358

Student Name	ID Number	Gender	Race/ Ethnicity Code	Tech Prep Y/N	Projected Year of Graduation	Program Use Code	Single Parent	Limited English	Economically Disadvantaged	Other Educational Barriers	Non-Traditional Employee
Doe, Jack	NA	M	05	N	2007	01	N	N	Y	N	N
Doe, Jacque	NA	F	05	N	2007	07	N	N	N	N	N
Doe, Jane	NA	F	05	N	2007	07	N	N	N	N	N
Doe, Jasmine	NA	F	05	Y	2007	20	N	N	N	N	N
Doe, Jason	NA	M	01	Y	2007	08	N	N	N	N	N
Doe, Jerabek	NA	F	05	N	2007	01	N	N	N	Y	N
Doe, Jeremy	NA	M	02	N	2007	01	N	N	N	N	N
Doe, Jesse	NA	F	01	Y	2007	17	N	Y	Y	N	N
Doe, John	NA	M	05	Y	2007	01	N	N	N	N	N
Doe, Joseph	NA	M	05	N	2007	07	N	N	N	N	N
Doe, Justin	NA	M	05	N	2007	21	N	N	N	N	N

\*Race/Ethnicity Code: 01 - American Indian/Alaskan Native, 02 - Asian, 03 - Hispanic or Latino, 04 - Black or African American, 05 - White, Non-Hispanic, 06 - Native Hawaiian or Pacific Islander

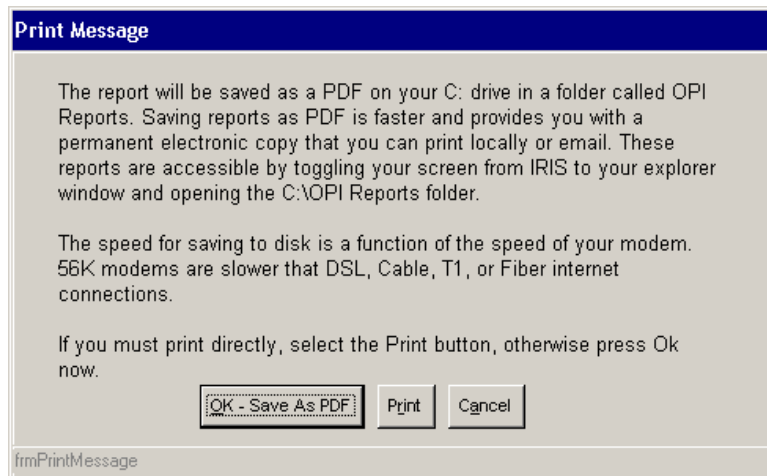
\*Program Codes: 01 - Agriculture Education, 02 - Business Education, 03 - Health Occupations, 04 - Trade and Industrial Education, 05 - Family and Consumer Science Ed, 06 - Technology Education/Industrial Arts, 07 - Health Occupations, 08 - Health Occupations, 09 - Health Occupations, 10 - Health Occupations, 11 - Health Occupations, 12 - Health Occupations, 13 - Health Occupations, 14 - Health Occupations, 15 - Health Occupations, 16 - Health Occupations, 17 - Health Occupations, 18 - Health Occupations, 19 - Health Occupations, 20 - Family and Consumer Science Ed, 21 - Technology Education/Industrial Arts, 22 - Technology Education/Industrial Arts, 23 - Technology Education/Industrial Arts, 24 - Technology Education/Industrial Arts, 25 - Technology Education/Industrial Arts, 26 - Technology Education/Industrial Arts, 27 - Technology Education/Industrial Arts, 28 - Technology Education/Industrial Arts, 29 - Technology Education/Industrial Arts, 30 - Technology Education/Industrial Arts, 31 - Technology Education/Industrial Arts, 32 - Technology Education/Industrial Arts, 33 - Technology Education/Industrial Arts, 34 - Technology Education/Industrial Arts, 35 - Technology Education/Industrial Arts, 36 - Technology Education/Industrial Arts, 37 - Technology Education/Industrial Arts, 38 - Technology Education/Industrial Arts, 39 - Technology Education/Industrial Arts, 40 - Technology Education/Industrial Arts, 41 - Technology Education/Industrial Arts, 42 - Technology Education/Industrial Arts, 43 - Technology Education/Industrial Arts, 44 - Technology Education/Industrial Arts, 45 - Technology Education/Industrial Arts, 46 - Technology Education/Industrial Arts, 47 - Technology Education/Industrial Arts, 48 - Technology Education/Industrial Arts, 49 - Technology Education/Industrial Arts, 50 - Technology Education/Industrial Arts, 51 - Technology Education/Industrial Arts, 52 - Technology Education/Industrial Arts, 53 - Technology Education/Industrial Arts, 54 - Technology Education/Industrial Arts, 55 - Technology Education/Industrial Arts, 56 - Technology Education/Industrial Arts, 57 - Technology Education/Industrial Arts, 58 - Technology Education/Industrial Arts, 59 - Technology Education/Industrial Arts, 60 - Family and Consumer Science Ed, 61 - Family and Consumer Science Ed, 62 - Family and Consumer Science Ed, 63 - Family and Consumer Science Ed, 64 - Family and Consumer Science Ed, 65 - Family and Consumer Science Ed, 66 - Family and Consumer Science Ed, 67 - Family and Consumer Science Ed, 68 - Family and Consumer Science Ed, 69 - Family and Consumer Science Ed, 70 - Family and Consumer Science Ed, 71 - Family and Consumer Science Ed, 72 - Family and Consumer Science Ed, 73 - Family and Consumer Science Ed, 74 - Family and Consumer Science Ed, 75 - Family and Consumer Science Ed, 76 - Family and Consumer Science Ed, 77 - Family and Consumer Science Ed, 78 - Family and Consumer Science Ed, 79 - Family and Consumer Science Ed, 80 - Family and Consumer Science Ed, 81 - Family and Consumer Science Ed, 82 - Family and Consumer Science Ed, 83 - Family and Consumer Science Ed, 84 - Family and Consumer Science Ed, 85 - Family and Consumer Science Ed, 86 - Family and Consumer Science Ed, 87 - Family and Consumer Science Ed, 88 - Family and Consumer Science Ed, 89 - Family and Consumer Science Ed, 90 - Family and Consumer Science Ed, 91 - Family and Consumer Science Ed, 92 - Family and Consumer Science Ed, 93 - Family and Consumer Science Ed, 94 - Family and Consumer Science Ed, 95 - Family and Consumer Science Ed, 96 - Family and Consumer Science Ed, 97 - Family and Consumer Science Ed, 98 - Family and Consumer Science Ed, 99 - Family and Consumer Science Ed, 100 - Family and Consumer Science Ed

4/4/2006 1:31:15 PM accountability\061\ado\pt\Accountability\SpringDataEntry

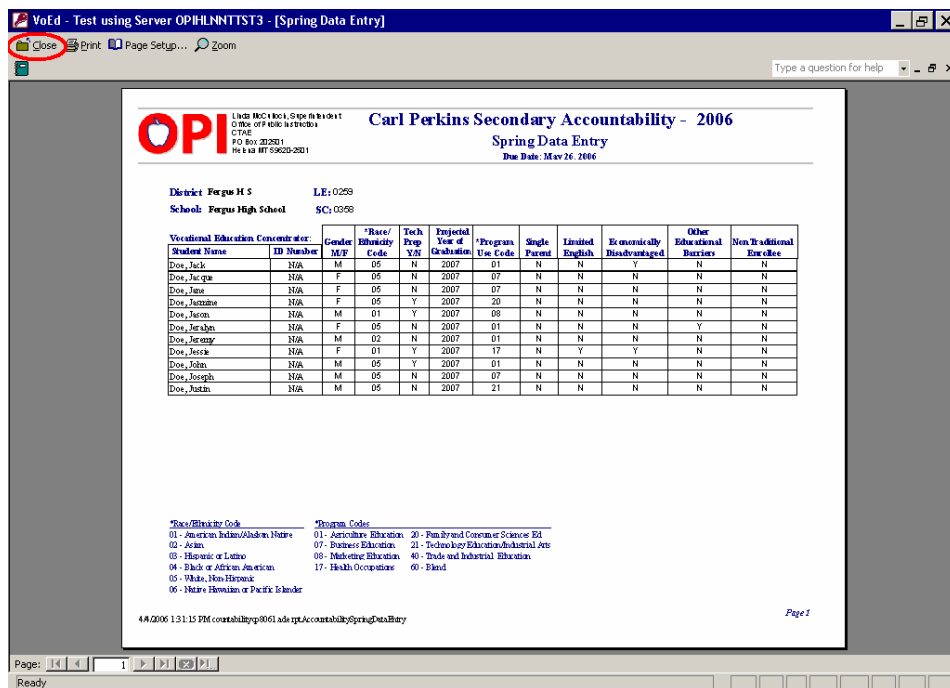
Page 1

Page: 1/1 Ready

You be given the choice of saving this file as a pdf document or printing a paper version.



Click “Close” to exit the report.



# Special Populations Definitions

## **Individual with a Disability**

An individual with any disability [as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)].

## **Individual from an Economically Disadvantaged Family, Including Foster Children**

A family or individual

- 1) determined by the U.S. Secretary of Education to be low-income according to the latest available data from the U.S. Department of Commerce;
- 2) that is eligible for any of the following:
  - i) AFDC under Part A of Title IV of the Social Security Act;
  - ii) benefits under the Food Stamp Act of 1977;
  - iii) to be counted for purposes of section 1005 of chapter 1 of Title I of the ESEA of 1965; and
  - iv) the free or reduced-price meals program under the National School Lunch Act.

## **Individual preparing for nontraditional training and employment**

An individual preparing for an occupation or field of work, including a career in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

## **Single parent, including a single pregnant woman**

A student who is unmarried or legally separated from a spouse AND has a minor child or children for which the parent has either custody or joint custody OR is pregnant.

## **Individual with other barriers to educational achievement, including individuals with limited English proficiency (LEP)**

A secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and—

- 1) whose native language is a language other than English; or
- 2) who lives in a family or community environment in which a language other than English is the dominant language.



# Reminders


A concentrator is a student who has or will have completed six semester credits of vocational education coursework during high school.

When choosing a program concentration area use the one that describes where the majority of the vocational credit was earned. If there is no clear majority, select “Blend.”

A tech prep student is one who receives a grade of B or better in an articulated course, i.e., one for which college credit is awarded through agreement between the secondary school and a post-secondary institution.





All data must be entered by **May 26, 2006**.

## Tips

To delete a record select Multi-Record View. Click on the  on the far left of the row to select the row then hit your delete key. You can select more than one row at a time.

You can navigate through the data without using the mouse by using the tab and/or Enter (Return) keys for forward movement and the shift+tab keys for backward movement. In drop-down fields, typing the first two letters of the field choice will populate the field.

Records save automatically when you advance to the next record and/or exit the program.

Use the navigation buttons at the bottom of the screen to move between records. Use   on the navigation bar to move to the previous/next record. Use   to go to the first or last record.

The Escape key will clear all fields in an unsaved record.

# **Carl D. Perkins Contact Information**

Office of Public Instruction  
Division of Career, Technical and Adult Education  
Dr. Jody Messinger, Administrator  
Karla Beagles, Accountability Specialist  
P.O. Box 202501  
Helena, MT 59620-2501  
(406) 444-9019  
(406 444-1373 (fax)  
[www.opi.mt.gov/CTE](http://www.opi.mt.gov/CTE)

This manual is also available on the CTE page of the OPI Web site  
<http://www.opi.mt.gov/CTE>

*All student information in this booklet is fictional.*



"The Office of Public Instruction is committed to equal employment opportunity and non-discriminatory access to all our programs and services. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at (406) 444-3161 or [kbramer@mt.gov](mailto:kbramer@mt.gov)."